Colchester Public Schools
Paraprofessional
Job Description

Overview:
Under the supervision or direction, and within the close proximity of a certified staff member, the paraprofessional supports the implementation of student programming.

Essential Duties and Responsibilities
Under the supervision, and within the close proximity of a certified staff member, the paraprofessional will:

- Establish and maintain a supportive professional relationship with students that builds a student's positive self-concept, levels of efficacy, and independence
- Provide academic, behavioral and social emotional support to students inside and outside of the classroom.
- Communicate and interact professionally with all members of the school community
- Conduct oneself in the best interest of students, in accordance with the highest traditions of public education and the policies and procedures of the district;
- Provide one-on-one tutoring for eligible students at a time the tutored student does not otherwise receive instruction from a teacher
- Assists on field trips
- Assist students transition between classrooms
- Supervise students in the absence of a teacher, maintaining a consistent level of discipline
- Monitor students during assigned periods within a variety of school environments.
- Respond to emergency situations to ensure immediate and appropriate documentation of safety concerns.
- Serve as a source of information and assistance to students and substitutes
- Assist certified staff with the care and maintenance of classroom/LMC and equipment
- Prepare, organize, and maintain programing materials
- Assist certified staff with instruction and assessment
- Perform clerical duties
- Maintain a high level of ethical behavior and confidentiality of information
- Attend professional development opportunities as assigned by the district
- Perform other delegated responsibilities assigned by certified staff supervisor or administrator

Additional Duties and Responsibilities Specific to SRBI Paraprofessionals

- Provide intervention services to students as directed by a Specialist
- Effectively and accurately implement interventions as trained
- Support with the gathering and organization of student data
- Motivate students to engage in intervention programming and reinforce socially acceptable behavior by employing techniques such as modeling and behavior management

Additional Duties and Responsibilities Specific to Special Education Paraprofessionals

- Work with individual and/or small groups of students to reinforce learning of material and/or skills initially introduced and outlined by a certified teacher.
- Assist in the implementation of individual student goals, objectives, accommodations and modifications as outlined in individualized education plans.
- Adapt classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom instruction.
- Facilitate the integration of students within the general education classroom and the school environment.
- Deliver instructional programs to students who have learning, physical and/or social-emotional needs.
- Collect and record student performance/behavioral data.
- Collaborate with other professionals i.e, speech pathologists, social workers, psychologists, occupational and physical therapists.
- Implement classwide and individual behavior interventions when trained by appropriate staff.
- Assist students with functional daily living skills as needed i.e, washing, toileting, feeding, diapering, dressing/ undressing and other activities as necessary.
- Reinforce and reteach individual student physical therapy, occupational therapy and speech-language therapy programs once properly trained.
- Perform physical activities which may include moving and/or lifting students with physical disabilities; moving/lifting and/or physically restraining students with emotional or behavioral challenges.

Knowledge, Skills & Abilities:

- Works effectively and cooperatively with an educational team to implement programs designed to promote student growth and development
- Demonstrate ethical behavior and maintain confidentiality of all student information and records
- Ability to:
    - Analyze problems and resolve issues
    - Establish and maintain effective and cooperative relationships with colleagues, students, and the public
    - Read a variety of professional, technical and administrative documents, directions, regulations, policies, and statutes.
    - Work independently, prioritize tasks and show initiative.
    - Cope with continual interruptions and shifting of job priorities
- Excellent oral communication, interpersonal and organizational skills.
- Strong customer service orientation and experience working in a team-oriented, collaborative environment
- Must be able to operate a computer and learn how to use new software
- Must be able to move/carry job related objects or materials.
- Must be physically capable of reaching to obtain various books, printouts, instructional materials.
- While performing this job, the employee is regularly required to stand, walk, stoop, stretch, talk or hear.

Physical Requirements With or Without a Reasonable Accommodation

- Ability to move independently throughout the local community
- Ability to sit for extended periods of time
- Ability to perform tasks commonly found in an office environment such as talking on the telephone, reading documentation both in hard copy and on computer, writing, computer data entry, filing, faxing, copying etc.

Mental Requirements With or Without a Reasonable Accommodation

- Ability to focus on and execute assigned tasks with attention to detail
- Ability to endure reasonably stressful work demands including interruption(s)
- Ability and willingness to learn new things and acquire new skills

Position Qualifications:

- High school diploma or GED and:
    - Minimum of two years of college credits (60) or,
    - Associates degree or,
    - Successful passing score of 457 on CT State Paraprofessional Assessment and,
    - Successful experience with children, preferably in a school setting
- Such alternatives to the qualifications and performance responsibilities as the Superintendent may find appropriate and acceptable.

Other Requirements:

- Background checks (Criminal and DCF)

Terms of Employment:

School calendar year
Per the Colchester Federation of Educational Personnel, Local #3279

Reports to and is evaluated by:

Building principal in conjunction with the assigned certified staff member